LEED 2.2 Documentation Requirements and Submittals Checklist

LEED Credit Paragraph	Contractor Check Here if Credit is Claimed	**LEED 2.2 Documentation Requirements and Submittals Checklist for Government-Validated Project**		Provide for Credit Audit Only		Date Submitted (to be filled in by Contractor)	Government Reviewer's Use - Comments/Approved
PAR		**FEATURE**	**DUE AT**		**REQUIRED DOCUMENTATION**	**DATE**	**REV**
GENERAL							
	GENERAL - All calculations shall be in accordance with LEED 2.2 Reference Guide.						
	GENERAL: Obtain excel version of this spreadsheet at http://en.sas.usace.army.mil, "Engineering Criteria".						
	GENERAL - For all credits, narrative/comments may be added to describe special circumstances or considerations regarding the project's credit approach.						
	GENERAL - Include all required LEED drawings indicated below in contract drawings with applicable discipline drawings, labeled For Reference Only.						
	NOTE: Each submittal indicated with "**" differs from USGBC certified project submittals by either having a different due date or being an added submittal not required by USGBC.						
			Closeout		List of all Final Design submittals revised after final design to reflect actual closeout conditions. Revised Final Design submittals. - OR - Statement confirming that no changes have been made since final design that effect final design submittal documents.		
CATEGORY 1 - SUSTAINABLE SITES							
SSPR1		Construction Activity Pollution Prevention (PREREQUISITE)	**Final Design		List of drawings and specifications that address the erosion control, particulate/dust control and sedimentation control measures to be implemented.		
			**Final Design		Narrative that indicates which compliance path was used (NPDES or Local standards) and describes the measures to be implemented on the project. If a local standard was followed, provide specific information to demonstrate that the local standard is equal to or more stringent than the NPDES program.		
SS1		Site Selection	Final Design		Statement confirming that project does not meet any of the prohibited criteria.		
			Final Design	X	LEED Site plan drawing that shows all proposed development, line depicting boundary of all bodies of water and/or wetlands within 100 feet of project boundary and a line depicting 5' elevation above 100 year flood line that falls within project boundary. Not required if neither condition applies.		
SS2		Development Density & Community Connectivity	Final Design		Option 1: LEED Site vicinity plan showing project site and surrounding development. Show density boundary or note drawing scale.		
			Final Design		Option 1: Table indicating, for project site and all surrounding sites within density radius (keyed to site vicinity plan), site area and building area. Project development density calculation. Density radius calculation. Development density calculation within density radius.		
			Final Design		Option 2: LEED Site vicinity plan showing project site, the 1/2 mile community radius, pedestrian walkways and the locations of the residential development(s) and Basic Services surrounding the project site.		
			Final Design		Option 2: List (including business name and type) of all Basic Services facilities within the 1/2 mile radius, keyed to site vicinity plan.		
SS3		Brownfield Redevelopment	Final Design		Narrative describing contamination and the remediation activities included in project. Include statement indicating how site was determined to be a brownfield.		
SS4.1		Alternative Transportation: Public Transportation Access	Final Design		Statement indicating which option for compliance applies. State whether public transportation is existing or proposed and, if proposed, cite source of this information.		
			Final Design		Option 1: LEED Site vicinity plan showing project site, mass transit stops and pedestrian path to them with path distance noted.		
			Final Design		Option 2: LEED Site vicinity plan showing project site, bus stops and pedestrian path to them with path distance noted.		
SS4.2		Alternative Transportation: Bicycle Storage & Changing Rooms	Final Design		FTE calculation. Bicycle storage spaces calculation. Shower/changing facilities calculation.		
			Final Design		List of drawings that show the location(s) of bicycle storage areas. Statement indicating distance from building entrance.		
			Final Design		List of drawings that show the location(s) of shower/changing facilities and, if located outside the buiding, statement indicating distance from building entrance.		
SS4.3		Alternative Transportation: Low Emitting & Fuel Efficient Vehicles	Final Design		Statement indicating which option for compliance applies. FTE calculation. Statement indicating total parking capacity of site.		
			Final Design		Option 1: Low-emission & fuel-efficient vehicle calculation.		
			Final Design		Option 1: List of drawings and specification references that show location and number of preferred parking spaces for low-emission & fuel-efficient vehicles and signage.		
			Final Design		Option 1: Statement indicating quantity, make, model and manufacturer of low-emission & fuel-efficient vehicles to be provided. Statement confirming vehicles are zero-emission or indicating ACEEE vehicle scores.		
			Final Design		Option 2: Low-emission & fuel-efficient vehicle parking calculation.		

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			Final Design		Option 2: List of drawings and specification references that show location and number of preferred parking spaces and signage.		
			Final Design		Option 3: Low-emission & fuel-efficient vehicle refueling station calculation.		
			Final Design		Option 3: List of drawings and specifications indicating location and number of refueling stations, fuel type and fueling capacity for each station for an 8-hour period.		
			Closeout	X	Option 3: Construction product submittals indicating what was provided and confirming compliance with respect to fuel type and fueling capacity for each station for an 8-hour period.		
SS4.4		Alternative Transportation: Parking Capacity	Final Design		Statement indicating which option for compliance applies.		
			Final Design		Option 1: Preferred parking calculation including number of spaces required, total provided, preferred spaces provided and percentage.		
			Final Design		Option 2: FTE calculation. Preferred parking calculation including number of spaces provided, preferred spaces provided and percentage.		
			Final Design		Options 1 and 2: List of drawings and specification references that show location and number of preferred parking spaces and signage.		
			Final Design		Option 3: Narrative indicating number of spaces required and provided and describing infrastructure and support programs with description of project features to support them.		
SS5.1		Site Development: Protect or Restore Habitat	**Final Design		Option 1: List of drawing and specification references that convey site disturbance limits.		
			**Final Design		Option 2: LEED site plan drawing that delineates boundaries of each preserved and restored habitat area with area (sf) noted for each.		
			**Final Design		Option 2: Percentage calculation of restored/preserved habitat to total site area. List of drawings and specification references that convey restoration planting requirements.		
SS5.2		Site Development: Maximize Open Space	Final Design		Option 2: LEED site plan drawing delineating boundary of vegetated open space adjacent to building with areas of building footprint and designated open space noted.		
SS6.1		Stormwater Design: Quantity Control	Final Design		Statement indicating which option for compliance applies.		
			Final Design		Option 1: Indicate pre-development and post-development runoff rate(cfs) and runoff quantity (cf) -OR - Narrative describing site conditions, measures and controls to be implemented to prevent excessive stream velocities and erosion.		
			Final Design		Option 2: Indicate pre-development and post-development runoff rate(cfs) and runoff quantity (cf). Indicate percent reduction in each.		
SS6.2		Stormwater Design: Quality Control	Final Design		For non-structural controls, list all BMPs used and, for each, describe the function of the BMP and indicate the percent annual rainfall treated. List all structural controls and, for each, describe the pollutant removal and indicate the percent annual rainfall treated.		
SS7.1		Heat Island Effect: Non-Roof	**Final Design		LEED site plan drawing indicating locations and quantities of each paving type, including areas of shaded pavement. Percentage calculation indicating percentage of reflective/shaded/open grid area.		
SS7.2		Heat Island Effect: Roof	Final Design		Option 1: Percentage calculation indicating percentage of SRI compliant roof area. List of drawings and specification references that convey SRI requirements and roof slopes.		
			Closeout		Option 1: List of installed roof materials indicating, for each, manufacturer, product name and identification, SRI value and roof slope.		
			Closeout	X	Option 1: Manufacturer published product data or certification confirming SRI		
			Final Design		Option 2: Percentage calculation indicating percentage of vegetated roof area.		
			Final Design		Option 3: Combined reflective and green roof calculation.		
			Closeout		Option 3: List of installed roof materials indicating, for each, manufacturer, product name and identification, SRI value and roof slope.		
			Closeout	X	Option 3: Manufacturer published product data or certification confirming SRI		

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SS8		Light Pollution Reduction	Final Design		Interior Lighting: List of drawings and specification references that convey interior lighting requirements (location and type of all installed interior lighting, location of non-opaque exterior envelope surfaces, allowing confirmation that maximum candela value from interiorfixtures does not intersect non-opaque building envelope surfaces). - OR - List of drawings and specification references that show automatic lighting controls that turn off non-essential lighting during non-business hours.		
			Final Design		Exterior Lighting: List of drawings and specification references that convey exterior lighting requirements (location and type of all site lighting and building façade/landscape lighting).		
			Final Design		Exterior Site Lighting Power Density (LPD): Tabulation for exterior site lighting indicating, for each location identification or description, units of measure, area or distance of the location, actual LPD using units consistent with ASHRAE 90.1, and the ASHRAE allowable LPD for that type of location. Percentage calculation of actual versus allowable LPD for all site lighting.		
			Final Design		Exterior Building Facade/Landscape Lighting Power Density (LPD): Tabulation for exterior building facade/landscape lighting indicating, for each location identification or description, units of measure, area or distance of the location, actual LPD using units consistent with ASHRAE 90.1, and the ASHRAE allowable LPD for that type of location. Percentage calculation of actual versus allowable LPD for all building facade/landscape lighting.		
			Final Design		Exterior Lighting IESNA Zone: Indicate which IESNA zone is applicable to the project.		
			Final Design		Exterior Lighting Site Lumen table indicating, for each fixture type, quantity installed, initial lamp lumens per luminaire, initial lamp lumens above 90 degrees from Nadir, total lamp lumens and total lamp lumens above 90 degrees. Percentage of site lamp lumens above 90 degrees from nadir to total lamp lumens.		
			Final Design		Exterior Lighting Narrative describing analysis used for addressing requirements for light trespass at site boundary and beyond.		
CATEGORY 2 – WATER EFFICIENCY							
WE1.1		Water Efficient Landscaping: Reduce by 50%	Final Design		Statement indicating which option for compliance applies.		
			Final Design		Calculation indicating, for baseline and design case, total water applied, total potable water applied, total non-potable water applied. Design case percent potable water reduction. If nonpotable water is used, indicate source of nonpotable water.		
			Final Design		List of landscape plan drawings.		
			Final Design		Narrative describing landscaping and irrigation design strategies, including water use calculation methodology used to determine savings and, if non-potable water is used, specific information about source and available quantity.		
WE1.2		Water Efficient Landscaping: No Potable Water Use or No Irrigation	Same as WE1.1		Same as WE1.1		
WE2		Innovative Wastewater Technologies	Final Design		Statement confirming which option for compliance applies.		
			Final Design		Statement confirming which occupancy breakdown applies (default or special). For special occupancy breakdown, indicate source and explanation for ratio.		
			Final Design		Occupancy calculation including male/female numbers for FTEs, visitors, students, customers, residential and other type occupants/users		
			Final Design		Statement indicating percent of male restrooms with urinals. Statement indicating annual days of operation.		
			Final Design		Baseline flush fixture calculation spreadsheet indicating, for each fixture type, gender, flush rate, daily uses per person for each occupant type identified in occupancy calculation and annual baseline flush fixture water usage.		
			Final Design		Design case flush fixture calculation spreadsheet indicating, for each fixture type, gender, fixture manufacturer, fixture model number, flush rate, percent of occupants using this fixture type, daily uses per person for each occupant type identified in occupancy calculation and annual design case flush fixture water usage.		
			Final Design		Option 1: If onsite non-potable water is used, identify source(s), indicate annual quantity from each source and indicate total annual quantity from all onsite non-potable water sources.		
			Final Design		Option 1: Summary calculation indicating baseline annual water consumption, design case annual water consumption, non-potable annual water consumption and total percentage annual water savings.		

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			Final Design		Option 2: Statement confirming on-site treatment of all generated wastewater to tertiary standards and all treated wastewater is either infiltrated or used on-site.		
			Final Design		Option 2: List of drawing and specification references that convey design of on-site wastewater treatment features.		
			Final Design		Option 2: On-site water treatment quantity calculation indicating all on-site wastewater source(s), annual quantity treated, annual quantity infiltrated and annual quantity re-used on site from each source and totals for annual quantity treated, annual quantity infiltrated and annual quantity re-used on site from all sources.		
			Final Design		Option 2: Wastewater summary calculation indicating design case annual flush fixture water usage, annual on-site water treatment and percentage sewage convyance reduction.		
			Final Design		Narrative describing project strategy for reduction of potable water use for sewage conveyance, including specific information on reclaimed water usage and treated wastewater usage.		
WE3.1		Water Use Reduction: 20% Reduction	Final Design		Statement confirming which occupancy breakdown applies (default or special). For special occupancy breakdown, indicate source and explanation for ratio.		
			Final Design		Occupancy calculation including male/female numbers for FTEs, visitors, students, customers, residential and other type occupants/users		
			Final Design		Statement indicating percent of male restrooms with urinals. Statement indicating annual days of operation.		
			Final Design		Baseline flush fixture calculation spreadsheet indicating, for each fixture type, gender, flush rate, daily uses per person for each occupant type identified in occupancy calculation and annual baseline flush fixture water usage.		
			Final Design		Design case flush fixture calculation spreadsheet indicating, for each fixture type, gender, fixture manufacturer, fixture model number, flush rate, percent of occupants using this fixture type, daily uses per person for each occupant type identified in occupancy calculation and annual design case flush fixture water usage.		
			Closeout	X	Manufacturer published product data or certification confirming fixture water usage.		
WE3.2		Water Use Reduction: 30% Reduction	Same as WE3.1		Same as WE3.1		
CATEGORY 3 – ENERGY AND ATMOSPHERE							
EAPR1		Fundamental Commissioning of the Building Energy Systems (PREREQUISITE)	**Final Design		**Owner's Project Requirements document		
			**Final Design		**Basis of Design document for commissioned systems		
			**Final Design		**Commissioning Plan		
			Closeout		Statement confirming all commissioning requirements have been incorporated into construction documents.		
			Closeout		Commissioning Report		
EAPR2		Minimum Energy Performance (PREREQUISITE)	Final Design		Statement listing the mandatory provisions of ASHRAE 90.1 that project meets relative to compliance with this prerequisite and indicating which compliance path was used.		
EAPR3		Fundamental Refrigerant Management (PREREQUISITE)	Final Design		Statement indicating which option for compliance applies.		
			Final Design		Option 2: Narrative describing phase out plan, including specific information on phase out dates and refrigerant quantities.		
EA1		Optimize Energy Performance	Final Design		Statement indicating which compliance path option applies.		
			Final Design		Option 1: Statement confirming simulation software capabilities and confirming assumptions and methodology.		
			Final Design		Option 1: General information including simulation program, principal heating source, percent new construction and renovation, weather file, climate zone and Energy Start Target Finder score.		
			Final Design		Option 1: Space summary listing, for each building use, the conditioned area, unconditioned area and total area and include total area for each category		
			Final Design		Option 1: List of all simulation output advisory message data and show difference between baseline and proposed design		
			Final Design		Option 1: Comparison summary for energy model inputs including description of baseline and design case energy model inputs, showing both by element type		
			Final Design		Option 1: Energy type summary lising, for each energy type, utility rate description, units of energy and units of demand		

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			Final Design		Option 1: Statement indicating whether project uses on-site renewable energy. If yes, list all sources and indicate, for each source, backup energy type, annual energy generated, rated capacity and renewable energy cost		
			Final Design		Option 1: If analysis includes exceptional calculation methods, statement describing how exceptional calculation measure cost savings is determined		
			Final Design		Option 1: If analysis includes exceptional calculation methods, for each exceptional calculation method indicate energy types and, for each energy type, annual energy savings, annual cost savings, and brief descriptive narrative		
			Final Design		Option 1: Baseline performance rating compliance report table indicating, for each energy end use, whether it is a process load, energy type, annual and peak energy demand for all four orientations. For each orientation indicate total annual energy use for each orientation and total annual process energy use.		
			Final Design		Option 1: Baseline energy cost table indicating, for each energy type, annual cost for all four orientations and building total energy cost.		
			Final Design		Option 1: Proposed Design performance rating compliance report table indicating, for each energy end use, whether it is a process load, energy type, annual and peak energy demand, baseline annual and peak energy demand and percent savings. Indicate total annual energy use and total annual process energy use for both proposed design and baseline and percent savings.		
			Final Design		Option 1: Proposed Design energy cost table indicating, for each energy type, annual cost for all four orientations and building total energy cost.		
			Final Design		Option 1: Energy cost and consumption by energy type report indicating, for each energy type, proposed design and baseline annual use and annual cost, percent savings annual use and annual cost. Indicate for renewable energy annual energy generated and annual cost. Indicate exceptional calculations annual energy savings and annual cost savings. Indicate building total annual energy use, annual energy cost for proposed design and baseline and indicate percent savings annual energy use and annual energy cost.		
			Final Design		Option 1: Compliance summaries from energy simulation software. If software does not produce compliance summaries provide output summaries and example input summaries for baseline and proposed design supporting data in the tables. Output summaries must include simulated energy consumption by end use and total energy use and cost by energy type. Example input summaries should represent most common systems and must include occupancy, use pattern, assumed envelope component sizes and descriptive features and assumed mechanical equipment types and descriptive features		
			Final Design		Option 1: Energy rate tariff from project energy providers (only if not using LEED Reference Guide default rates)		
EA2.1		On-Site Renewable Energy	Final Design		Statement indicating which compliance path option applies.		
			Final Design		List all on-site renewable energy sources and indicate, for each source, backup energy type, annual energy generated, rated capacity and renewable energy cost. Indicate total annual energy use (all sources), total annual energy cost (all sources) and percent renewable energy cost.		
			Final Design		Option 1: Indicate, for renewable energy,proposed design total annual energy generated and annual cost.		
			Final Design		Option 2: Indicate CBECS building type and building gross area. Provide the following CBECS data: median annual electrical intensity, median annual non-electrical fuel intensity, average electric energy cost, average non-electric fuel cost, annual electric energy use and cost, annual non-electric fuel use and cost.		
			Final Design		Option 2: Narrative describing renewable systems and explaining calculation method used to estimate annual energy generated, including factors influencing performance.		
EA2.2		On-Site Renewable Energy	Same as EA2.1		Same as EA2.1		
EA2.3		On-Site Renewable Energy	Same as EA2.1		Same as EA2.1		
EA3		Enhanced Commissioning	**Final Design		**Owner's Project Requirements document (OPR)		
			**Final Design		**Basis of Design document for commissioned systems (BOD)		
			**Final Design		**Commissioning Plan		
			Closeout		Statement confirming all commissioning requirements have been incorporated into construction documents.		
			Closeout		**Commissioning Report		
			**Final Design		Statement by CxA confirming Commissioning Design Review		
			Closeout		Statement by CxA confirming review of Contractor submittals for compliance with OPR and BOD		
			Closeout		**Systems Manual		

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			Closeout		Statement by CxA confirming completion of O&M staff and occupant training		
			Closeout		**Scope of work for post-occupancy review of building operation, including plan for resolution of outstanding issues		
			**Predesign		Statement confirming CxA qualifications and contractual relationships relative to work on this project, demonstrating that CxA is an independent third party.		
EA4		Enhanced Refrigerant Management	Final Design		Refrigerant impact calculation table with all building data and calculation values as shown in LEED 2.2 Reference Guide Example Calculations		
			Final Design		Narrative describing light trespass analysis conducted to determine compliance		
			Closeout	X	Cut sheets highlighting refrigerant data for all HVAC components.		
EA5		Measurement & Verification	Closeout		Statement indicating which compliance path option applies.		
			Closeout		Measurement and Verification Plan		
			Closeout		**Scope of work for post-occupancy implementation of M&V plan		
EA6		Green Power	Closeout		Statement indicating which compliance path option applies.		
			Closeout		Option 1: Indicate proposed design total annual electric energy usage		
			Closeout		Option 2: Indicate actual total annual electric energy usage		
			Closeout		Option 3: Calculation indicating building type, total gross area, median electrical intensity and annual electric energy use		
			Closeout		Green power provider summary table indicating, for each purchase type, provider name, annual quantity green power purchased and contract term. Indicate total annual green power use and indicate percent green power		
			Closeout		Narrative describing how Green Power or Green Tags are purchased		
CATEGORY 4 – MATERIALS AND RESOURCES							
MRPR1		Storage & Collection of Recyclables (PREREQUISITE)	Final Design		Statement confirming that recycling area will accommodate recycling of plastic, metal, paper, cardboard and glass. Narrative indicating any other materials addressed and coordination with pickup.		
MR1.1		Building Reuse: Maintain 75% of Existing Walls, Floors & Roof	**Final Design		If project includes a building addition, confirm that area of building addition does not exceed 2x the area of the existing building.		
			**Final Design		Spreadsheet listing, for each building structural/envelope element, the existing area and reused area. Total percent reused.		
MR1.2		Building Reuse: Maintain 95% of Existing Walls, Floors & Roof	Same as MR1.1		Same as MR1.1		
MR1.3		Building Reuse: Maintain 50% of Interior Non-Structural Elements	**Final Design		If project includes a building addition, confirm that area of building addition does not exceed 2x the area of the existing building.		
			**Final Design		Spreadsheet listing, for each building interior non-structural element, the existing area and reused area. Total percent reused.		
MR2.1		Construction Waste Management: Divert 50% From Disposal	**Preconstruction		Waste Management Plan		
			**Construction Quarterly and Closeout		Spreadsheet calculations indicating material description, disposal/diversion location (or recycling hauler), weight, total waste generated, total waste diverted, diversion percentage		
			Preconstruction		**Implementation Strategy Plan consisting of spreadsheet indicated above, filled in with estimated quantities to show strategy for achieving goal.		
			**Construction Quarterly and Closeout		Receipts/tickets for all items on spreadsheet		
MR2.2		Construction Waste Management: Divert 75% From Disposal	Same as MR2.1		Same as MR2.1		
MR3.1		Materials Reuse: 5%	Closeout		Statement indicating total materials value and whether default or actual.		
			Closeout		Spreadsheet calculations indicating, for each reused/salvaged material, material description, source or vendor, cost. Total reused/salvaged materials percentage.		
MR3.2		Materials Reuse: 10%	Same as MR3.1		Same as MR3.1		
MR4.1		Recycled Content: 10% (post-consumer + 1/2 pre-consumer)	Closeout		Statement indicating total materials value and whether default or actual.		

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			Closeout		Spreadsheet calculations indicating, for each recycled content material, material name/description, manufacturer, cost, post-consumer recycled content percent, pre-consumer recycled content percent, source of recycled content data. Total post-consumer content materials cost, total pre-consumer content materials cost, total combined recycled content materials cost, recycled content materials percentage.		
			Final Design or NLT Preconstruction		**Implementation Strategy Plan consisting of spreadsheet indicated above, filled in with estimated quantities to show strategy for achieving goal.		
			Closeout	X	Manufacturer published product data or certification, confirming recycled content percentages in spreadsheet		
MR4.2		Recycled Content: 20% (post-consumer + 1/2 pre-consumer)	Same as MR4.1		Same as MR4.1		
MR5.1		Regional Materials:10% Extracted, Processed & Manufactured Regionally	Closeout		Statement indicating total materials value and whether default or actual.		
			Closeout		Spreadsheet calculations indicating, for each regional material, material name/description, manufacturer, cost, percent compliant, harvest distance, manufacture distance, source of manufacture and harvest location data. Total regional materials cost, regional materials percentage.		
			Final Design or NLT Preconstruction		**Implementation Strategy Plan consisting of spreadsheet indicated above, filled in with estimated quantities to show strategy for achieving goal.		
			Closeout	X	Manufacturer published product data or certification confirming regional material percentages in spreadsheet		
MR5.2		Regional Materials:20% Extracted, Processed & Manufactured Regionally	Same as MR5.1		Same as MR5.1		
MR6		Rapidly Renewable Materials	Closeout		Statement indicating total materials value and whether default or actual.		
			Closeout		Spreadsheet calculations indicating, for each rapidly renewable material, material name/description, manufacturer, cost, rapidly renewable content percent, rapidly renewable product value. Total rapidly renewable product value, rapidly renewable materials percentage.		
			Final Design or NLT Preconstruction		**Implementation Strategy Plan consisting of spreadsheet indicated above, filled in with estimated quantities to show strategy for achieving goal.		
			Closeout	X	Manufacturer published product data or certification confirming rapidly renewable material percentages in spreadsheet		
MR7		Certified Wood	Closeout		Statement indicating total materials value and whether default or actual.		
			Closeout		Spreadsheet calculations indicating, for each certified wood material, material name/description, vendor, cost, wood component percent, certified wood percent of wood component, FSC chain of custody certificate number. Total certified wood product value, certified wood materials percentage.		
			Final Design or NLT Preconstruction		**Implementation Strategy Plan consisting of spreadsheet indicated above, filled in with estimated quantities to show strategy for achieving goal.		
			Closeout	X	Vendor invoices, FSC chain of custody certificates and anufacturer published product data or certification confirming all certified wood materials percentages in spreadsheet.		
CATEGORY 5 – INDOOR ENVIRONMENTAL QUALITY							
EQPR1		Minimum IAQ Performance (PREREQUISITE)	Final Design		Statement indicating which option for compliance applies, stating applicable criteria/requirement, and confirming that project has been designed to meet the applicable requirements.		
			Final Design		Narrative describing the project's ventilation design, including specifics about fresh air intake volumes and special considerations.		
EQPR2		Environmental Tobacco Smoke (ETS) Control (PREREQUISITE)	Final Design		Statement indicating which option for compliance applies, stating applicable criteria/requirement, and confirming that project has been designed to meet the applicable requirements.		

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			Final Design		List of drawing and specification references that convey conformance to applicable requirements (signage, exhaust system, room separation details, etc).		
EQ1		Outdoor Air Delivery Monitoring	Final Design		Statement indicating which option for compliance applies and confirming that project has been designed to meet the applicable requirements.		
			Final Design		List of drawing and specification references that convey conformance to applicable requirements.		
			Final Design		Narrative describing the project's ventilation design and CO2 monitoring system, including specifics about monitors, operational parameters and setpoints.		
			Closeout	X	Cut sheets for CO2 monitoring system.		
EQ2		Increased Ventilation	Final Design		Statement indicating which option for compliance applies and confirming that project has been designed to meet the applicable requirements.		
			Final Design		Narrative describing the project's ventilation design, including specifics about zone fresh air intake volumes and demonstrating compliance.		
			Final Design		Option 2: Narrative describing design method used for determining natural ventilation design, including calculation methodology/model results and demonstrating compliance.		
			Final Design		List of drawing and specification references that convey conformance to applicable requirements.		
EQ3.1		Construction IAQ Management Plan: During Construction	**Preconstruction		Construction IAQ Management Plan		
			Closeout		Statement confirming whether air handling units were operated during construction		
			Closeout		Dated jobsite photos showing examples of IAQ management plan practices being implemented. Label photos to indicate which practice they demonstrate. Minimum one photo of each practice at each building.		
			Closeout		Spreadsheet indicating, for each filter installed during construction, the manufacturer, model number, MERV rating, location installed, and if it was replaced immediately prior to occupancy.		
EQ3.2		Construction IAQ Management Plan: Before Occupancy	**Preconstruction		Construction IAQ Management Plan		
			Closeout		Statement indicating which option for compliance applies and confirming that required activities have occurred that meet the applicable requirements.		
			Closeout		Option 1a: Narrative describing the project's flushout process, including specifics about temperature, airflow and duration, special considerations (if any) and demonstrating compliance.		
			Closeout		Option 1b: Narrative describing the project's pre-occupancy and post-occupancy flushout processes, including specifics about temperature, airflow and duration, special considerations (if any) and demonstrating compliance.		
			Closeout		Option 2: Narrative describing the project's IAQ testing process, including specifics about contaminants tested for, locations, remaining work at time of test, retest parameters and special considerations (if any).		
			Closeout		Option 2: IAQ testing report demonstrating compliance.		
EQ4.1		Low Emitting Materials: Adhesives & Sealants	Closeout		Spreadsheet indicating, for each applicable indoor adhesive, sealant and sealant primer used, the manufacturer, product name/model number, VOC content, LEED VOC limit, and source of VOC data.		
			Closeout		Spreadsheet indicating, for each applicable indoor aerosol adhesive, the manufacturer, product name/model number, VOC content, LEED VOC limit, and source of VOC data - OR - Statement confirming no indoor aerosol adhesives were used for the project.		
			Closeout	X	Manufacturer published product data or certification confirming material VOCs in spreadsheet		
EQ4.2		Low Emitting Materials: Paints & Coatings	Closeout		Spreadsheet indicating, for each applicable indoor paint and coating used, the manufacturer, product name/model number, VOC content, LEED VOC limit, and source of VOC data.		
			Closeout		Spreadsheet indicating, for each applicable indoor anti-corrosive/anti-rust paint and coating used, the manufacturer, product name/model number, VOC content, LEED VOC limit, and source of VOC data - OR - Statement confirming no indoor anti-corrosive/anti-rust paints were used for the project .		

LEED 2.2 Documentation Requirements and Submittals Checklist

LEED Credit Paragraph	Contractor Check Here if Credit is Claimed	**LEED 2.2 Documentation Requirements and Submittals Checklist for Government-Validated Project**		Provide for Credit Audit Only		Date Submitted (to be filled in by Contractor)	Government Reviewer's Use - Comments/Approved
PAR		**FEATURE**	**DUE AT**		**REQUIRED DOCUMENTATION**	**DATE**	**REV**
			Closeout	X	Manufacturer published product data or certification confirming material VOCs in spreadsheet		
EQ4.3		Low Emitting Materials: Carpet Systems	Closeout		Spreadsheet indicating, for each indoor carpet used, the manufacturer, product name/model number, if it meets LEED requirement (yes/no) and source of LEED compliance data.		
			Closeout		Spreadsheet indicating, for each indoor carpet cushion used, the manufacturer, product name/model number, if it meets LEED requirement (yes/no) and source of LEED compliance data - OR - Statement confirming no indoor carpet cushion was used for the project.		
			Closeout	X	Manufacturer published product data or certification confirming material CRI label in spreadsheet		
EQ4.4		Low Emitting Materials: Composite Wood & Agrifiber Products	Closeout		Spreadsheet indicating, for each indoor composite wood and agrifiber product used, the manufacturer, product name/model number, if it contains added urea formaldehyde (yes/no) and source of LEED compliance data.		
			Closeout	X	Manufacturer published product data or certification confirming material urea formaldehyde in spreadsheet		
EQ5		Indoor Chemical & Pollutant Source Control	Final Design		Spreadsheet indicating, for each permanent entryway system used, the manufacturer, product name/model number and description of system. Roll-up and carpet systems requiring weekly cleaning to earn this credit are not a permitted option for Army projects.		
			Final Design		List of drawing and specification references that convey locations and installation methods for entryway systems.		
			Final Design		Spreadsheet indicating, for each chemical use area, the room number, room name, description of room separation features (walls, floor/ceilings, openings) and pressure differential from surrounding spaces with doors closed - OR - Statement confirming that project includes no chemical use areas and that no hazardous cleaning materials are needed for building maintenance.		
			Final Design		If project includes chemical use areas: List of drawing and specification references that convey locations of chemical use areas, room separation features and exhaust system.		
			Final Design		If project includes chemical use areas: Spreadsheet indicating, for AHUs/mechanical ventilation equipment serving occupied areas, the manufacturer, model number, MERV rating, location installed, and if it was replaced immediately prior to occupancy (yes/no) - OR - Statement confirming that project does not use mechanical equipment for ventilation of occupied areas.		
EQ6.1		Controllability of Systems: Lighting	Final Design		Calculation indicating total number of individual workstations, number of workstations with individual lighting controls and the percentage of workstations with individual lighting controls.		
			Final Design		For each shared multi-occupant space, provide a brief description of lighting controls.		
			Final Design		Narrative describing lighting control strategy, including type and location of individual controls and type and location of controls in shared multi-occupant spaces.		
EQ6.2		Controllability of Systems: Thermal Comfort	Final Design		Calculation indicating total number of individual workstations, number of workstations with individual thermal comfort controls and the percentage of workstations with individual thermal comfort controls.		
			Final Design		For each shared multi-occupant space, provide a brief description of thermal comfort controls.		
			Final Design		Narrative describing thermal comfort control strategy, including type and location of individual and shared multi-occupant controls.		
EQ7.1		Thermal Comfort: Design	Final Design		Design criteria spreadsheet indicating, for spring, summer, fall and winter, maximum indoor space design temperature, minimum indoor space design temperature and maximum indoor space design humidity.		
			Final Design		Narrative describing method used to establish thermal comfort control conditions and how systems design addresses the design criteria, including compliance with the referenced standard.		
EQ7.2		Thermal Comfort: Verification	Final Design		Narrative describing the scope of work for the thermal comfort survey, including corrective action plan development		

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PAR		**FEATURE**	**DUE AT**		**REQUIRED DOCUMENTATION**	**DATE**	**REV**
EQ8.1		Daylight & Views: Daylight 75% of Spaces	Final Design		Option 1: Table indicating all regularly occupied spaces with space area and space area with 2% daylighting factor. Sum of regularly occupied areas and regularly occupied areas with 2% daylighting factor. Percentage calculation of areas with 2% daylighting factor to total regularly occupied areas.		
			Final Design		Option 1: Glazing factor calculation table		
			Final Design		Option 2: Simulation model method, software and output data		
			Final Design		Option 2: Table indicating all regularly occupied spaces with space area, space area with minimum 25 footcandles daylighting illumination, and method of providing glare control. Sum of regularly occupied areas and regularly occupied areas with 25 fc daylighting. Percentage calculation of areas with 25 fc daylighting to total regularly occupied areas.		
			Final Design		For all occupied spaces excluded from the calculation, provide narrative indicating reasons for excluding the space.		
			Final Design		List of drawing and specification references that convey exterior glazed opening head and sill heights and glazing performance properties.		
			Closeout	X	Manufacturer published product data or certification confirming glazing Tvis in spreadsheet		
EQ8.2		Daylight & Views: Views for 90% of Spaces	Final Design		Table indicating all regularly occupied spaces with space area and space area with access to views. Sum of regularly occupied areas and regularly occupied areas with access to views. Percentage calculation of areas with views to total regularly occupied areas.		
			Final Design		For all occupied spaces excluded from the calculation, provide narrative indicating reasons for excluding the space.		
			Final Design		LEED Floor plan drawings showing line of sight diagramming of views areas in each regularly occupied space. List of drawing/specification references that convey exterior glazed opening head and sill heights.		
CATEGORY 6 – FACILITY DELIVERY PROCESS							
IDc1.1		Innovation in Design	Varies		Narrative decribing intent, requirement for credit, project approach to the credit. List of drawings and specification references that convey implementation of credit. All other documentation that validates claimed credit.		
IDc1.2		Innovation in Design	Varies				
IDc1.3		Innovation in Design	Varies				
IDc1.4		Innovation in Design	Varies				
IDc2		LEED Accredited Professional	Final Design		Narrative indicating name of LEED AP, company name of LEED AP, description of LEED AP's role and responsiblilities in the project.		